

Suggestions For Using The Index

All entries have the title, author(s), journal, (volume and number if applicable), inclusive pages, month, and year. An explanation of the abbreviations for the names of the indexed publications is shown in the "Publications Indexed" section in the back of this index. Other commonly used abbreviations are:

Key to Abbreviations

Aug	August	Mr	March
Ap	April	My	May
bul	bulletin	Nov	November
co	company	no	number
Dec	December	Oct	October
dept	department	pp	pages
ed	edition, editor	rev	revised, revision
Feb	February	Sep	September
Ja	January	vol	volume
Ju	June	yrbk	yearbook
Jul	July		

Subject Entries

Subjects are arranged in alphabetical order by main category and then subcategories. Main categories will contain miscellaneous entries related to that topic; subcategories will contain more specific entries. Each article is indexed under at least one and no more than four subjects.

The following list shows the subjects and the page number on which the entries begin. Major category headings are in bold.

Subject List

Accounting	1	Computer-based Communication,	
Bookkeeping	2	Facsimile	17
Business Mathematics	3	Computer-based Communication,	
Finance/Investments	3	Graphics	18
Accreditation	3	Computer-based Communication,	
Administration and Supervision	4	Presentations	18
Business Administration	4	Computer-based Communication,	
Business Law	5	Telecommunications	19
Economics	6	International/Intercultural	19
General Business	7	Listening	21
Business Education	8	Reading	21
Adult Education	9	Speaking	22
Career Education	9	Writing	22
Consumer Education	10	Curriculum	24
Cooperative Education	11	Colleges and Universities	26
International Business Education	11	Elementary	27
Program Assessment	12	Graduate	27
Technical Preparation Education	13	Junior High/Middle School	28
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Business Communications	14	Secondary/High School	28
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For multiple author entries, each author is listed first one time. For three or more authors, the term "et al." follows the author name.